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J File
Rec Mgt
1-3

Outline for Discussion with Mr. Angel, Assistant Archivist for
Records Management, GSA.

9 April 1958

1. Organization for Records Management
 - a. Basic regulation
 - b. Organizational chart and functional statements
 - c. Position Standards, Rec. Mgt. Series
2. Comparative report on Agency program and Hoover Commission recommendations.
3. Regulatory Material
 - a. Standards for filing supplies
 - b. Standards for cabinets
 - c. Handbooks
 - (1) Subject Filing
 - (2) Correspondence
 - (3) Reports Management
4. Promotional Material
 - ☒ a. Published
 - ☒ b. "County Fair"
5. Records Control Schedules
 - a. Initial schedules
 - b. Audits
6. Vital Records Program
 - a. Alerts
 - ☒ b. Schedules
7. Filing Systems Program
 - a. Subject-Numeric systems
 - (1) Completed - *169*
 - (2) To do - *365*
 - (3) Analysts' files
8. Equipment Review Program
 - a. Reductions in the past three FY's (See chart)
 - b. Plans for better utilization.
9. Shelf file installations
 - a. Completed
 - b. In process
 - c. Potential

25X1
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10. Working relationship with New Building.
 - a. Recommended changes in files space allocations:
 - DD/S - Reduction of 36%
 - DD/I - Increase of 14.7%
 - DD/P - Reduction of 32%
11. Training Program
 - X a. ARO Meetings
 - b. OIR Sponsored
 - c. External (AMA, American University Institute and Summer evening course)
 - d. On-the-job
12. Report for CY 1957 (Attached)
- X 13. Objectives (See attached statements)

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